
**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE – NIFA
U.S. DEPARTMENT OF AGRICULTURE - USDA**

Tribal Colleges Program—Equity and Extension

CONTINUATION APPLICATION GUIDELINES – 2012

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA): These programs are listed in the Catalog of Federal Domestic Assistance under:

Equity Program is listed in CFDA = 10.221
(Program Code KX, Funding Opportunity: USDA-NIFA-TCEG-003600)

Extension Program is listed in the CFDA = 10.500
(Program Code NK, Funding Opportunity: USDA-NIFA-SLBCD-003596)

DATES:

Equity applications must be received by **January 12, 2012 - 5:00 p.m. Eastern Time**

Extension applications must be received by **February 29, 2012 - 5:00 p.m. Eastern Time**

NIFA often issues requests for applications (RFAs) that contain information divided in eight parts. All information in the eight parts is not necessary for requesting applications for these funds; however, the unnecessary parts are included herein and are denoted by “Reserved,” in order to maintain the overall RFA structure for reference to RFAs by other documents.

PART I – FUNDING OPPORTUNITY DESCRIPTION

A new continuation award is issued for a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory and funding is available for this purpose. Each year of the grant, continuation funding is provided based on the original application request.

Attention: This continuation RFA is for **BOTH** the Tribal Colleges Equity Program and Tribal Colleges Extension Program. This document contains hyperlinks to lead you to the correct section. To find your section click on the links below.

[Section I: Equity Continuations for FY 2012](#)

[Section II: Extension Continuations for FY 2012](#)

Section I: **Equity Continuations for FY 2012**
Code: **KX**
Funding Number: **USDA-NIFA-TCEG-003600**
Program Name: **TCEG**

The Tribal Colleges Equity Grant Program (TCEG) provides funding for the 1994 Land-Grant institutions to enhance educational opportunities for Native Americans by strengthening instructional programs in the food and agricultural sciences. This RFA is for continuation of funding. The Equity program has six main mission goals that guide funded projects. They are:

- 1) Curricula Design and Materials Development
- 2) Faculty Development and Teacher Preparation
- 3) Student Experiential Learning
- 4) Equipment and Instrumentation for Teaching
- 5) Student Recruitment and Retention
- 6) Instruction Delivery Systems and Strategic Partnerships

PART II – AWARD INFORMATION

A. Available Funding

The total amount of funds available for continuation awards under the program is determined by the NIFA Program Contact. The amount of funds available for an individual continuation award is provided to invited applicants by the NIFA Program Contact; see the correspondence that accompanies this RFA for the applicable amount.

Note that this RFA is being released prior to the passage of an Appropriations Act for FY 2012. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

This RFA covers the third year of funding in a four-year continuation award. For colleges that received a new Equity grant in FY 2011 this is the second year of a three-year continuation award. Funds available for continuation awards under the program in FY 2012 are approximately \$3,342,000. For this RFA, applications should not exceed a total budget request of \$93,750 per applicant. NIFA reserves the right to adjust individual awards contingent upon Congressional appropriations.

B. Type of Application

Only 1994 Tribal Land Grants with existing continuation awards are eligible to submit in response to this RFA.

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

Only awardees with a continuation award under the program whereby the NIFA Program Contact requested the awardee submit an application for an additional year of funding are eligible to respond to this RFA. **Unsolicited applications will not be considered.**

B. Cost-Sharing or Matching

NIFA does not require matching support for this program and matching resources will not be factored into the continuation award funding.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA.

Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains explanatory language regarding the registration process.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “Step 1: [Download a Grant Application Package and Instructions](#),” enter the funding opportunity number **USDA-NIFA-TCEG-003600** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://www.grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
1-800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See http://grants.gov/applicants/app_help_reso.jsp or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review.

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- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048

- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

- a. **Field 4. Federal Identifier** – Enter the NIFA award number of the award to be continued (the number in Block 1. of Form NIFA-2009, Award Face Sheet, of the original award document).
- b. **Field 8. Type of Application** – Select “Continuation.”
- c. **Field 11. Descriptive Title of Applicant’s Project** – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document).
- d. **Field 12. Proposed Project** – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document) plus an additional year.
- e. **Field 20. Pre-application** – Do not fill out this portion of the form.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. **Field 7. Project Summary/Abstract – PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

Specifications are as follows:

1. The summary should not exceed 250 words.
2. The original award number
3. Include the names and affiliated organizations of all PDs and Co-PDs.
4. Include the title of the project (The title must be the one from the original application)
5. The summary must be a self-contained specific description of the activity to be undertaken and should focus on goals, strategies and anticipated project outcomes.
6. List which of the program focus area(s) you will be addressing:

- Curricula Design and Materials Development
- Faculty Development and Teacher Preparation
- Student Experiential Learning
- Equipment and Instrumentation for Teaching
- Student Recruitment and Retention
- Instruction Delivery Systems and Strategic Partnership

b. Field 8. Project Narrative – PDF Attachment.

The narrative should be in two parts and **not more than 3 pages**.

Project Narrative must include the following:

1. **A Review of Last Year's Activities** – *Possible topics for discussion include:* What did you consider your best success in FY 2011? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in FY 2011.
2. **A FY 2012 Plan of Work** – *Possible topics for discussion include:* In FY 2012, what new or expanded methods and strategies will you use to reach students or build on project successes? How will you adapt your project based on experiences in FY 2011? What did you want to revise? Who are the key personnel? How will they document their achievements during the project?
3. **Stakeholders Input Update:** Please review your 2011 application and provide an additional update that lists any changes or plans for consulting stakeholders in your institution, reservation or client area concerning the efficacy of the current Equity program and the needs that it is addressing.

Addition Documentation Progress Tables and Timelines

These documents are located at the end of the RFA. Follow the link, complete both documents and print them as PDF files. Attach them to your application under field 12 –additional attachments.

1. A completed Table of Progress (Equity) (Click for template at the end of this document)
2. A FY 2012 Timeline (Click for template at the end of this document) Projected milestones and goals need only be estimation of progress. Include as many discussion points as you need.

c. Field 9. Bibliography & References Cited – A bibliography & references cited list is not required under this RFA. Do not complete and submit a bibliography and references cited list.

- d. **Field 10. Facilities & Other Resources** – A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- e. **Field 11. Equipment** – An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- f. **Field 12. Other Attachments** – See Part VI, D., for required attachment.

An annual financial report, SF 425 must be submitted with your application and attached under Block 12. The full list of documentation will contain:

- A Completed SF 425
- Your Progress Table as a PDF
- Your Timeline as a PDF
- Any letters of Support
- Any other supplemental information about your award

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

The Current and Pending Support attachment MUST be included for senior/key persons that were not included in the initial application AND for those individuals where the percent of time devoted to this project has changed from the initial application. If the Current and Pending Support for a senior/key person was included in the initial application and the effort for this project remains the same, the Current and Pending Support for that individual need not be submitted again.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

- a. The amount of grant funds requested should match the amount stipulated by the NIFA Program Contact. The budget must be for the next year for which funding is requested. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each subaward/subcontract, use the R&R Subaward Budget Attachment(s) Form.
- b. **Field H. Indirect Costs** – See Section D., Funding Restrictions, of this Part for indirect cost information.

c. Field K. Budget Justification – PDF Attachment. There is no page limit.

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget. If consulting, collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant and cost breakdown must be included. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts).

See Part III, B., Cost-sharing or Matching, of this RFA for information about how to determine if matching is a requirement.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “TCEG”) and the program code (i.e., enter “KX”).
- b. Field 8. Conflict of Interest List.** A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

C. Submission Date and Time

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Equity applications must be received by **January 12, 2012 - 5:00 p.m. Eastern Time**

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of submission of the application, please contact the NIFA Program Contact and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project.

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary to conduct the project.

Section 7132 of the Food, Conservation, and Energy Act of 2008, (Pb. L. 110-246) amended section 1462(a) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), on recovery of indirect cost on awards made by NIFA under this program may not exceed the lesser of the institution's official negotiated indirect cost rate of the equivalent of 22 percent of total Federal funds awarded.

The following list of costs, although not all-inclusive, **are not permitted**:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)
Tickets to shows or sporting events
- Alcoholic beverages
- Costs associated with banquets and award ceremonies
- Incentives

Awards and Certificates of Achievement are disallowed by 2 CFR Part 200 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Neither Tribal Colleges Research Grants Program nor Tribal Colleges Extension Projects are supported under this program.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR Part 220- Cost Principles for Institutions of Higher Education some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project. Equity grant funds may not be used for endowment investing

PART V – Reserved.

PART VI—AWARD ADMINISTRATION

A. – C. Reserved.

D. Expected Program Outputs and Reporting Requirements

For continuations, the annual “Federal Financial Report,” Form SF-425, must be submitted with the application for subsequent funding in which case it may not cover a twelve month period. If the latter is the case (i.e., preliminary submission of the SF-425 is included in application), the annual submission (i.e., 12-month period) must also be submitted when due.

If a preliminary SF-425 is to be submitted but the organization's accounting system cannot support the generation of the preliminary information, then a statement to that effect must be included in lieu of the form. The form or statement that the accounting system cannot support the generation of preliminary information must be submitted as a PDF attachment to Field 12, Other Attachments, of the R&R Other Project Information form.

Further, an annual progress report must be electronically submitted through NIFA's electronic, Web-based inventory system within 90 days **PRIOR** to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report will delay processing of the incremental funding and failure to submit this report will result in the restriction of the funding increment.

PART VII – AGENCY CONTACT

The NIFA Program Contact requesting the application or contact the NIFA Program Contact responsible for the original grant award (i.e., the Program Point of Contact noted in Block 14. of the Form NIFA-2009, Award Face Sheet, of the original award document).

Tim Grosser

National Program Leader
National Institute of Food and Agriculture
U.S. Department of Agriculture
Telephone: 202-690-0402
E-mail: tgrosser@NIFA.usda.gov

PART VIII – Reserved.

End of Equity RFA

Section II: Extension Continuations for FY 2012
Code: NK
Funding Number: USDA-NIFA-SLBCD-003596
Program Name: Tribal College Extension Program - TCEP

The Tribal Colleges Extension Program provides funding for the 1994 land-grant institutions to conduct non-formal education and outreach activities to help address the needs of Indian Country.

PART II – AWARD INFORMATION

A. Available Funding

The total amount of funds available for continuation awards under the program is determined by the NIFA Program Contact. The amount of funds available for an individual continuation award is provided to invited applicants by the NIFA Program Contact; see the correspondence that accompanies this RFA for the applicable amount.

In 2011, The Tribal College Extension Program was revised to put all grant recipients on the same 4-year cycle. In addition, starting in 2011, the special emphasis grants were changed to make them sub-awards within the full capacity grant.

NIFA reserves the right to adjust the funding levels contingent upon money available. For FY 2012, NIFA anticipates approximately \$4,200,000 available for continuation awards under this RFA. Thus, applications should not exceed a budget request of the initial award. This is not a guarantee of funding amounts, however.

B. Type of Application

Only continuation applications are to be submitted in response to this RFA. They will be in one of three categories.

1. **FY 2010 Capacity Award Recipients** on the third year of a four-year grant cycle. If they have special emphasis, it will be filed as a separate continuation application
2. **FY2010 Special Emphasis** on the second year of a three year cycle. File separately, but use the same funding opportunity number that you used to file your capacity continuation.
3. **FY 2011 Capacity Award Recipients** who are on the second year of a three-year cycle. They will file a continuation application. **Note: these applicants received their FY 2011 special emphasis grant as a sub-award of their FY 2011 Capacity application and will address this project as part of their 2012 Capacity continuation application.**

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

Only awardees with a continuation award under the program whereby the NIFA Program Contact requested the awardee submit an application for an additional year of funding are eligible to respond to this RFA. **Unsolicited applications will not be considered.** A list the 32 eligible applicants is provided below, separated by program type and award year.

FY 2010 Capacity Award Applicants: These 14 award recipients will need to file an application for their third year of capacity continuation funding, using the award number below. A star by their number means the applicant will also need to file a continuation for special emphasis.

FY 2010 Institutions	
Institution name	Award Number
Blackfeet Community College	2010-47002-21422
Fond du Lac Tribal and Community College	2010-47002-21355*
Lac Courte Oreilles Ojibwa Community College	2010-47002-21336*
Little Priest Tribal College	2010-47002-21505
Navajo Technical College	2010-47002-21740*
Nebraska Indian Community College	2010-47002-21708
Northwest Indian College	2010-47002-21335*
Oglala Lakota College	2010-47002-21405
Saginaw Chippewa Tribal College	2010-47002-21402
Salish Kootenai College	2010-47002-21762*
Sinte Gleska University	2010-47002-21702
Stone Child College	2010-47002-21324*
Turtle Mountain Community College	2010-47002-21403
United Tribes Technical College	2010-47002-21406*

2011 Capacity Award Applicants: These 18 award recipients will file an application for their second year of capacity continuation funding, using the award number below.

Awardees with special emphasis funding are designated with a star next to their number. Your special emphasis project will be addressed in a sub-section of your capacity narrative.

FY 2011 Institutions	
Bay Mills Community College	2011-47002-30600
Cankdeska Cikana Community College	2011-47002-30945*
College of the Menominee Nation	2011-47002-30611
Chief Dull Knife College	2011-47002-30854
Dine' College	2011-47002-30782
Aaniih Nakoda College (Fort Belknap College)	2011-47002-30931
Fort Berthold Community College	2011-47002-30837*
Fort Peck Community College	2011-47002-30612
Haskell Indian Nations University	2011-47002-30882
Institute of American Indian Arts	2011-47002-30784
Leech Lake Tribal College	2011-47002-30686
Little Big Horn College	2011-47002-30930
Sisseton Wahpeton Community College	2011-47002-30801
Sitting Bull College	2011-47002-30902*
Southwestern Indian Polytechnic Institute	2011-47002-30853*
Tohono O'odham Community College	2011-47002-30880
White Earth Tribal and Community College	2011-47002-30859
Ilisagvik College –No Capacity, file a special emphasis planning grant only	2011-47002-30636 *

Special Emphasis Applicants

Applicants eligible to receive a continuation application for special emphasis funding projects are listed below.

2010 Institutions:

These institutions must file a separate application for their special emphasis projects. They will use the same funding opportunity number as they did for their capacity continuation. They should indicate in their application title which grant they are submitting for continuation.

FY 2010 Institutions: Special Emphasis Table	
Institution name	Instructions: File as a separate continuation application using award number.
Fond du Lac Tribal and Community College	2011-47002-30883
Lac Courte Oreilles Ojibwa Community College	2011-47002-31004
Navajo Technical College	22011-47002-30961
Northwest Indian College (3 awards)	2011-47002-30748
	2011-47002-30746
	2011-47002-30747
Salish Kootenai College	2011-47002-30918
Stone Child College	2011-47002-30745
United Tribes Technical College	2011-47002-30599

2011 Institutions:

Will address their special emphasis continuation as part of their capacity application.

FY 2011 Institutions: Special Emphasis Table	
Institution name	Instructions File as part of capacity continuation application. Address as a sub-narrative in the following application
Cankdeska Cikana Community College	2011-47002-30945
Ilisagvik College	File under 2011-47002-30636, but submit ONLY ONE application. File abbreviated narrative to address planning project.
Fort Berthold Community College	2011-47002-30837
Sitting Bull College	2011-47002-30902
Southwestern Indian Polytechnic Institute	2011-47002-30853

B. Cost-Sharing or Matching

Cost Sharing is not required for this grant.

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Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable

knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See http://grants.gov/applicants/app_help_reso.jsp or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

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- b. Field 8. Type of Application** – Select “Continuation.”
- c. Field 11. Descriptive Title of Applicant’s Project** – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document).
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- e. Field 20. Pre-application** – Do not fill out this portion of the form.

2. SF 424 R&R Project/Performance Site Location(s)

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3. R&R Other Project Information

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. Field 7. Project Summary/Abstract – PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template. Include the Project Summary/Abstract for the period of time this application is intended to support. Specifications are as follows:

- The summary should not exceed 250 words.
- Include the names and affiliated organizations of all PDs and Co-PDs.
- Include the title of the project (Must be the name used in the original application.)
- The summary must be a self-contained specific description of the activity to be undertaken and should focus on goals, strategies and anticipated project outcomes.
- List which of the program focus area(s) you will be addressing. Examples could include: Agriculture, 4-H and Youth Development, Leadership Development, Natural Resources, Family and Consumer Sciences, Community and Economic Development

- b. Field 8. Project Narrative – PDF Attachment.**

Project Narrative must include the following:

A brief summary of work to be completed under the increment of funding currently being requested. The objectives must be the same as those outlined in the approved proposal. Project Narrative requirements vary by institution. Follow the tables below.

<u>FY 2010 Institutions: Capacity Narrative and Supporting Documents</u> The narrative should be in 4 parts and not more than 4 pages.	
<u>Review of Last Year's Activities</u>	<i>Possible questions:</i> What did you consider your best success in FY 2011? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2011. What did your stakeholders say about your project?
<u>A FY 2012 Plan of Work</u>	<i>Possible questions:</i> In FY 2012, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project base on experiences in FY 2011? What did you want to revise? How will you gather input from stakeholders? Who are the key personnel? How will they document their achievements during the project?
<u>A completed Table of Progress</u>	A basic review of grant activities. (Click on link to see document or use pdf form attached to application) Include special emphasis data if applicable.
<u>A 2012 Timeline</u>	Projected milestones and goals need only be estimation of progress. (Click on link to see document or use pdf form attached to application)

<u>FY 2010 Institutions: Special Emphasis Narrative—file as a separate application</u>	
<u>Review of Last Year's Activities</u> (1 pages)	<i>Possible questions:</i> What did you consider your best success in FY 2011? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2011. What did your stakeholders say about your project?
<u>A FY 2012 Plan of Work</u>	<i>Possible questions:</i> In FY 2012, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project base on experiences in FY 2011? What did you want to revise? How will you gather input from stakeholders? Who are the key personnel? How will they document their achievements during the project?

FY 2011 Institutions: Capacity Narrative and Supporting Documents The narrative should be in 4 parts and not more than 4 pages .	
<u>Review of Last Year's Activities</u> (1 page)	<i>Possible questions:</i> What did you consider your best success in FY 2011? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2011. What did your stakeholders say about your project?
<u>A FY 2012 Plan of Work</u> (1 page)	<i>Possible questions:</i> In FY 2012, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project base on experiences in FY 2011? What did you want to revise? How will you gather input from stakeholders? Who are the key personnel? How will they document their achievements during the project?
<u>A completed Table of Progress</u>	A basic review of grant activities. (Click on link to see document or use pdf form attached to application) Include special emphasis data if applicable.
<u>A 2012 Timeline</u>	Projected milestones and goals need only be estimation of progress. (Click on link to see document or use pdf form attached to application)

FY 2011 Institutions: Special Emphasis <i>Narrative filed with 2012 Capacity Application as a separate attachment or addendum to capacity narrative</i>	
<u>Review of Last Year's Activities</u>	<i>Possible questions:</i> What did you consider your best success in FY 2011? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2011. What did your stakeholders say about your project?
<u>A FY 2012 Plan of Work</u>	<i>Possible questions:</i> In FY 2012, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project base on experiences in FY 2011? What did you want to revise? How will you gather input from stakeholders? Who are the key personnel? How will they document their achievements during the project?

- c. **Field 9. Bibliography & References Cited – A bibliography & references cited list is not required under this RFA.** Do not complete and submit a bibliography and references cited list.

- d. **Field 10. Facilities & Other Resources** – A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- e. **Field 11. Equipment** – An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- f. **Field 12. Other Attachments** – See Part VI, D., for required attachment.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

The Current and Pending Support attachment **MUST** be included for senior/key persons that were not included in the initial application **AND** for those individuals where the percent of time devoted to this project has changed from the initial application. If the Current and Pending Support for a senior/key person was included in the initial application and the effort for this project remains the same, the Current and Pending Support for that individual need not be submitted again.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

- a. The amount of grant funds requested should match the amount stipulated by the NIFA Program Contact. The budget must be for the next year for which funding is requested. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each subaward/subcontract, use the R&R Subaward Budget Attachment(s) Form.
- b. **Field H. Indirect Costs** – See Section D., Funding Restrictions, of this Part for indirect cost information.
- c. **Field K. Budget Justification – PDF Attachment. There is no page limit.**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget. If consulting, collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant and cost breakdown must be included. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts).

See Part III, B., Cost-sharing or Matching, of this RFA for information about how to determine if matching is a requirement.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter TCEP) and the program code (i.e., enter “NK”).
- b. **Field 8. Conflict of Interest List.** A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

C. Submission Date and Time

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Extension applications must be received by February 29, 2012 - 5:00 p.m. Eastern Time

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of submission of the application, please contact the NIFA Program Contact and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

E. Funding Restrictions

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project. Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), **indirect costs are unallowable under Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution’s indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The following costs, although not all-inclusive, are not permitted:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)
- Tickets to shows or sporting events

- Alcoholic beverages
- Costs associated with banquets and award ceremonies.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Awards and Certificates of Achievement are disallowed by 2 CFR Part 220 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

PART V – Reserved.

PART VI—AWARD ADMINISTRATION

A. – C. Reserved.

D. Expected Program Outputs and Reporting Requirements

For continuations, the annual “Federal Financial Report,” Form SF-425, must be submitted with the application for subsequent funding in which case it may not cover a twelve month period. If the latter is the case (i.e., preliminary submission of the SF-425 is included in application), the annual submission (i.e., 12-month period) must also be submitted when due. If a preliminary SF-425 is to be submitted but the organization’s accounting system cannot support the generation of the preliminary information, then a statement to that effect must be included in lieu of the form. The form or statement that the accounting system cannot support the generation of preliminary information must be submitted as a PDF attachment to Field 12, Other Attachments, of the R&R Other Project Information form.

Further, an annual progress report must be electronically submitted through NIFA’s electronic, Web-based inventory system within 90 days **PRIOR** to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report will delay processing of the incremental funding and failure to submit this report will result in the restriction of the funding increment.

PART VII – AGENCY CONTACT

The NIFA Program Contact requesting the application or contact the NIFA Program Contact responsible for the original grant award (i.e., the Program Point of Contact noted in Block 14. of the Form NIFA-2009, Award Face Sheet, of the original award document).

Tim Grosser

National Program Leader

National Institute of Food and Agriculture

U.S. Department of Agriculture

Telephone: 202-690-0402

E-mail: tgrosser@NIFA.usda.gov

PART VIII – Reserved.

EQUITY—PROGRAM KX--Table of Progress				
Primary project type	Natural Resources	Basic Science	Health and Nutrition	Agriculture
OBJECTIVES				
Number of students served with Equity:		In 2011 _____	In 2012_____	
Number of faculty served with Equity		In 2011 _____	In 2012_____	
Curricula Design and Materials Development				
Total 2011 New	2011 Revised	Type:		
		Total Courses	Total Lab Modules	
		Total Degree Program	Total Certification	
Total 2012 New	2012 To be Revised	Type:		
		Total Courses	Total Lab Modules	
		Total Degree Program	Total Certification	
Faculty Development and Teacher Preparation				
2011 degrees/certifications obtained				
2012 degrees/certifications obtained				
Student Experiential Learning				
Number of 2011 activities		Number of 2011 internships		
Number of 2012 activities		Number of 2012 activities		
Equipment and Instrumentation for Teaching				
2011 Equipment Purchased		2012 Equipment Planned		
Student Recruitment and Retention				
Number of 2011 recruitment/retention activities		Number planned for 2012		

EXTENSION –PROGRAM NK--Table Progress Part I—(Stakeholders Served)				
PRIMARY PROJECT TYPE	Agriculture	Natural Resources	Youth	Nutrition/Health
OBJECTIVES				
Number of farmer contacts:				
Number for 2011		Number planned for 2012		
Number of acres improved				
Number for 2011		Number planned for 2012		
Number of youth contacts				
Number for 2011		Number planned for 2012		
Number of youth clubs				
Number for 2011		Number planned for 2012		
Number of community contacts				
Number for 2011		Number planned for 2012		
Number of health and wellness activities				
Number for 2011		Number planned for 2012		
Table of Progress Part II—For Extension (Capacity)				
Do you have?				
Adequate Extension Office Space	Yes	No		
Adequate Garden Plots	Yes	No		
Adequate Extension Equipment	Yes	No		
Land Grant Office or Director	Yes	No		
Do you have?				
Extension Educators/Staff	Yes	How many?		
Interns	Yes	How many?		
Volunteers	Yes	How many?		
Partnerships with				
FRTEP	Yes	How many?		
Other 1890/1862	Yes	How many?		
Other Institution	Yes	How many?		
Grants outside of NIFA funding	Yes	Total amount?		

**START
DATE:**

Fall of 2012

September

October

November

**1st
QUARTER**

December

January

February

**2nd
QUARTER**

March

April

May

3rd Quarter

June

July

August

**2012 Projected Time Line—For Equity And
Extension**

*Complete this document, print it
as PDF and file with your
application under section 12 –
additional attachments.*

**THIS IS A TIME LINE BOX.
THIS IS WHERE YOU PUT
ACTIVITIES AND MILE
STONES.** Feel free to expand these
boxes and add as many as you need
by cutting and pasting

Application Submission Checklist

The following checklist contains suggested guidelines to verify prior to application submission – For your use only - **DO NOT SUBMIT WITH YOUR APPLICATION**

- ☐ **Have all attachments been submitted in the portable document format (PDF)?**
- ☐ **Project Summary/Abstract (PDF)**
 - **Has the Project Summary PDF been attached**
 - **Does this section adhere to the format?**
- ☐ **Project Narrative (PDF)**
 - **Has the Project Narrative PDF been attached**
- ☐ **Table of Progress (PDF)**
- ☐ **Timeline (PDF)**
- ☐ **Letters of Support, Use of Facilities**
 - **Attach as PDF**
- ☐ **New Project Director? (Is this person different from the PD in 2011?)**
 - **Biographical sketch (vitae)**
 - **Current and Pending form**
 - **Conflict of Interest**
- ◆ **SF 424 R&R Budget**
 - ☐ **Have all fields been completed?**
 - ☐ **Budget Justification**
 - **Has the Budget Justification (PDF) been attached**
 - **Are budget items individually justified?**
 - **For multi-institutional applications, has a budget justification been included for each institution involved?**
- ◆ **Supplemental Information Form**
 - ☐ **Does Field 2 indicate the Program Code Name and Program Code to which you are applying?**